



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

7000

RFF-09

24 MAR 2004

From: Head, Finance Branch, Fiscal Division, Programs and  
Resources Department

To: Marine Corps Disbursing and Finance Officers

Subj: MCAAT TRENDS - ELECTRONIC FUND TRANSFER CHANGE REPORT  
VERIFICATION AND ELECTRONIC DOCUMENT ARCHIVE (EDA)  
VERIFICATION FOR TRAVEL PAYMENTS

Ref: (a) RFL Policy letter dtd 2 March 2000

1. Recent inspections conducted by the MCAAT teams have revealed incomplete travel payment data resident in IATS Online View. Because Disbursing and Finance offices utilize IATS Online View to verify previous payments, this absent data could potentially result in significant overpayments and accounting problems.

2. There are several contributing factors to the incomplete data resident in IATS Online View, they include: complications with the WINIATS conversion, migration from Host-on-Demand to Reflections, and personnel not verifying that the MCTIR files are successfully uploaded.

3. Personnel in your offices, responsible for completing the travel payment process, must accurately execute the payment process utilizing the step-by-step instructions provided by DFAS. Extensive testing has proven that the files created by WINIATS will accurately populate IATS Online View if properly uploaded.

4. Travel payment information is loaded to EDA systemically by SRD-1 when payments are processed. While some payments do not post to EDA, e.g., local payments, it is a valuable research tool that should be used to supplement your research in IATS Online View. Several payments have been resident in EDA that were not posted to IATS Online View; had EDA been checked, thousands of dollars in overpayments could have been avoided.

5. Another trend in recent MCAAT inspections is failure to follow previously published direction in the verification of the EFT Change Report, previously (Option "K"). This report is a valuable tool in preventing fraud within the Disbursing/Finance office and must be completed on a daily basis. Upon

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verification, a printed copy of the listing will be signed, dated, and retained by the Disbursing/Finance Officer for a period of two years from the signature date.

6. My point of contact for this matter is CWO-2 Bryan Carey at (703) 614-4981, DSN 224-4981 or [CareyTB@hqmc.usmc.mil](mailto:CareyTB@hqmc.usmc.mil). Technical questions concerning file uploads to IATS Online View should be addressed to Tish Steele at DSN 465-5009, or [tish.steele@dfas.mil](mailto:tish.steele@dfas.mil).

A handwritten signature in black ink, appearing to read 'H. E. Leeman', with a stylized, cursive script.

**H. E. LEEMAN  
HEAD, FINANCE BRANCH  
FISCAL DIVISION**